



Updated: April 30, 2022

Club Funding Policy

L'Association Étudiante du Collège Glendon
Glendon College Student Union

L'association Étudiante Collège Glendon | Glendon College Student Union

LOCAL 93 - CANADIAN FEDERATION OF STUDENTS

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

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Preamble

The GCSU recognizes the rights of students to form clubs and associations on the Glendon Campus as a forum for expressing their views and to meet academic, social, religious and cultural needs. The GCSU provides funding for student clubs at Glendon to provide support for their initiatives, which enhances the experience of Glendon undergraduate students. The GCSU is dedicated to supporting all inclusive and accessible events, particularly bilingual and trilingual ones.

To ensure accountability and efficiency for the distribution of club funding, the GCSU has adopted the following policy as its Clubs Funding Policy.

1. Terms of Funding

- I. All clubs applying for funding must be ratified clubs that are recognized by the Office of Student Affairs at Glendon.
- II. All applications for club funding must be in accordance with the Constitution, Bylaws and Policies of the GCSU.
- III. The GCSU reserves the right to refuse any application and retains sole discretion to determine approved funding amounts in order to accommodate all requests received and anticipated throughout the year.
- IV. The GCSU will not fund activities that are against the law in Toronto, Ontario and Canada.

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- V. The GCSU does not support, promote, or fund activities that are discriminatory as defined by the Ontario Human Rights Code and GCSU policies.
- VI. The GCSU does not support, promote or fund activities that encourage gambling, illegal activities, or where individual members of the club stand to have personal or financial gain.
- VII. The GCSU will not fund levy-funded organizations.
- VIII. The GCSU will not provide funding for staff, alumni, faculty events or activities that are not for the benefit of the constituents of the specific student group without prior exceptions.
- IX. Funding cannot be used to cover more than the costs involved in a proposed project.
- X. The GCSU will prioritize funding events that will have a majority of its attendance as Glendon undergraduate students.
- XI. Club funding requests can only be made during the Fall and Winter semesters (September 1st to April 30th) in which the event is taking place. Funding will not be granted to events taking place during the Summer.
- XII. Club funding provided by the GCSU will be used for the approved uses only. Misuse of club funding can lead to a probationary period, whereby funds are withheld.

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- XIII. Clubs that require a try-out or audition in order to become a member and/or participate in an event must endeavour to be as inclusive and accessible as possible to be eligible for funding by the GCSU.
- XIV. Event funding for any type of fundraising event intended to raise money for, including but not limited to, the club or external entities must provide a justifiable rationale for why they are fundraising for said cause.
- XV. Club funding will not be granted to fund political campaigns (i.e. canvassing).
- XVI. The GCSU will not fund capital purchases.
- XVII. The GCSU will not fund club executive meetings.
- XVIII. The maximum a club can receive in club funding is \$30 per event for parking.
- XIX. The maximum a club can receive in club funding is \$30 per event for transportation (car rentals, gasoline, taxi, ride sharing apps and public transportation).
- XX. The maximum a club can receive in club funding is \$50 per event for honoraria associated with guest speakers.
- XXI. The maximum a club can receive in club funding is \$50 per event for prizes, gifts and incentives.
- XXII. Funding for honorariums to club members will not be granted.
- XXIII. All clubs hosting off-campus events must provide an attendance list including student name and student number in order to receive full funding.

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2. Base Funding

- I. All Glendon ratified clubs are eligible for up to \$100 in Base Funding for every academic year, provided they have met all club requirements as stipulated by the Office of Student Affairs.
- II. Base funding is a resource for clubs to be used primarily for start-up expenses. Items eligible for funding include, but are not limited to equipment, supplies, advertising and other operations expenses.
- III. Base funding applications are due on October 31 for the Fall semester and February 28 for the Winter semester.
- IV. Base funding applications can be found and submitted on the GCSU website.
- V. Clubs ratified/renewed in the Fall semester cannot apply for Base Funding in the Winter semester.

3. Event Funding

- I. All Glendon ratified clubs are eligible for an additional \$300 in Event Funding for every academic year, provided they have met all club requirements as stipulated by the Office of Student Affairs.
- II. In order to receive Club Funding, the appropriate application procedure

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must be followed as listed under the GCSU website.

- III. Clubs approved for funding above \$100 will be given the funding in two installments.
 - i. Initially, 50% of the amount of funding will be given prior to the event applied for.
 - ii. In order to receive the final 50% of the funding, a Post-Event Funding Application must be completed within 28 days of the event taking place.
- IV. Clubs approved for funding under \$100, will receive the full amount up front.
 - i. Receipts must still be submitted electronically with a Post-Event Funding Application in order to remain a club in good standing with the GCSU.
- V. The Post-Event Funding Application must include:
 - i. A detailed final financial statement of expenses and revenues.
 - ii. Scanned itemized receipts of all expenses, and including proof of payment in an electronic format.
 - iii. A brief description of the event.
- VI. Should a club fail to comply with any of the guidelines in this document, the second installment of the funding may be withheld.
- VII. Should the club fail to provide appropriate receipts to support their event

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after Pre-Event funding has been allotted, the club funding may be requested to be returned to the GCSU.

- VIII. Upon request of returning the Pre-Event funding to the GCSU, should a club fail to provide payment by the end of the fiscal year (April 30), the club account will be flagged and future funding will be deducted by the outstanding amount owed.

4. Bilingual Event Funding

- I. All Glendon ratified clubs are eligible for an additional \$125 in Bilingual Event Funding for every academic year, provided they have met all club requirements as stipulated by the Office of Student Affairs and have been approved for the base GCSU Event Funding.
- II. In order to receive Bilingual Event Funding, the appropriate application procedure must be followed as listed under the GCSU website.
- III. Only events that are promoted and run bilingually, that is 50% in English and 50% in French, can qualify for Bilingual Event Funding, with certain exceptions as determined by the Vice President of Bilingual Affairs.
- IV. For clubs that have been approved for over \$100 in Event Funding, the additional Bilingual Event Funding will be considered as an 'add-on' to the overall grant and thereby released to the club as stipulated under Section 3, Clause III of this policy.

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5. Application Process

- I. GCSU Club Funding Applications are available on the GCSU website under the Clubs Section.
- II. The Club Funding Application shall include:
 - i. A detailed and completed GCSU Online Club Funding Application;
 - ii. A detailed financial statements including a budget with expenses and revenues;
 - iii. A description of the event as well as sample promotional material, if available;
 - iv. A description of how the event is bilingual and promoting bilingualism, if applying for Bilingual Event Funding.
- III. All sections of the Club Funding Application must be completed in full and must be comprehensible in order for it to be considered.
- IV. Clubs hosting a joint event with each other require the submission of only one Club Funding Application.
- V. Pre-Event Funding Applications should be submitted a minimum of a month before the event to guarantee consideration by the GCSU Student Organizations Committee.
 - i. If the Pre-Event Funding Application is submitted less than a month before the event, there will be no guarantee that the request will be

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considered before the event occurs.

- VI. All clubs that have applied using the “Pre-Event Funding Application” and have been approved for funding must complete the “Post-Event Funding Application” within 28 days of the completion of the event.
- VII. All clubs receiving funding are encouraged to engage as much of the Glendon and York student population in participating in the events approved for funding.
- VIII. All clubs must be open to all undergraduate students on the Glendon campus.
 - i. Clubs of an academic nature whose scope focuses on a specific program are exempt from this requirement but are encouraged to open general membership to all Glendon undergraduate students.

6. Adjudication

- I. The GCSU Student Organizations Committee, which consists of the Vice President Student Organizations, the Director of Student Organizations, the Chief Financial Officer and the Vice President of Bilingual Affairs and the President, is responsible for the appropriate distribution of Club Funding to all Glendon Ratified Clubs.
- II. The GCSU Student Organizations Committee will only consider detailed and complete Club Funding Requests.

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- III. The distribution of club funding will be based on the outlined criteria and procedures set out in this policy.
- IV. The GCSU Student Organizations Committee will have an open meeting regularly throughout the academic year. Clubs may request to meet with them individually on a as-need-be basis.
- V. The GCSU Student Organizations Committee shall consider Club Funding Applications according to the following regulations:
 - i. Any clubs applying for funding must be a Ratified Club;
 - ii. First time applicants will be given priority;
 - iii. Groups receiving levies are ineligible for funding;
 - iv. A detailed and complete Club Funding Application is submitted;
 - v. Relevant criteria including, but not limited to, projected student attendance, the existence and/or significance of other funding sources, and expected revenue/loss;
 - vi. Outstanding receipts or documentation owed to the GCSU from previous Club Funding Requests.
- VI. All decisions by the GCSU Student Organizations Committee will be received by e-mail.

7. Distribution and Collection of Funds

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- I. Upon approval for funding by the Student Organizations Committee, cheques will be made to the signing authority(ies) of the club in question.
- II. Cheques will be available for pick up in the GCSU office upon receiving an email confirmation from either the President, the Student Organizations Director or the Chief Financial Officer.
- III. Checks will only be given to the signing authority(ies) in question.
 - i. Photo identification may be used to confirm the signing authority at the time of cheque pick up.
- IV. Notification should be given by the club to the Student Organizations Committee of a pick-up date and time in order to ensure that cheques will be received when required.
- V. Cheques not picked up from the GCSU Office within 6 months of issuance, or by the fiscal end of year (April 30) of the school year the club is ratified for, whichever is earlier, will be made void and will not be reissued.
- VI. The GCSU may decide on a specific day of a week for cheque pick-up.

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